

**Central District Health Department  
Budget Hearing and Board of Health Meeting Minutes  
at The Ashley Inn, 500 North Main Street, Cascade, ID  
Friday, May 20, 2016 ~ 10:00 a.m. to 2:00 p.m.**

**Board Members**

Steven F. Scanlin, JD, Chair	Dr. Ted Epperly, MD, V-Chair	Comr. Elt Hasbrouck, Trustee
Comr. Laura Baker (Absent)	Megan Blanksma	Betty Ann Nettleton, RN
Dr. Jane Young, DNP		

**Guests**

Chair of Budget Hearing, Commissioner Gordon Cruikshank, Valley County  
Commissioner Jim Tibbs, Ada County  
St. Luke's McCall: Lyle Nelson and Tamara Kam, Director of Operations

**Staff**

Russell A. Duke, District Director	Donna Mahan, Recorder	Bonnie Spencer
Rob Howarth	Jaime Harding	

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**Budget Hearing** – Commissioner Gordon Cruikshank

Valley County Commissioner Gordon Cruikshank called the Budget Hearing to order at 10:00 a.m. and roll call for the other committee members: Betty Ann Nettleton, Elmore County and Commissioner Jim Tibbs, Ada County. In lieu of the meeting proceeding, Lyle Nelson was given a few minutes to share the work being done in Valley County to improve community health. Valley County was ranked as the number one healthiest county in Idaho with the most recent annual County Health Rankings report. Following his presentation, the Board Chair and District Director presented Lyle with the Leadership in Public Health award, recognizing him for his great leadership and accomplishment in public health.

Commissioner Cruikshank asked for motion to approve the proposed CDHD FY 2017 budget as presented to our four county boards of commissioners.

**Motion:** Commissioner Jim Tibbs made the motion to approve the proposed CDHD FY 2017 budget as presented; seconded by Betty Ann Nettleton; no further discussion; motion carried.

**Adjourned Budget Hearing** – Commissioner Gordon Cruikshank  
Commissioner Cruikshank adjourned the Budget Hearing.

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***Serving Valley, Elmore, Boise, and Ada Counties***

**Ada / Boise County Office**

707 N. Armstrong Pl.  
Boise, ID 83704  
Enviro. Health: 327-7499  
Reproductive Health: 327-7400  
Immunizations: 327-7450  
WIC: 327-7488  
FAX: 327-8500

**Elmore County Office**

520 E. 8th St. North  
Mountain Home, ID 83647  
Enviro. Health: 587-9225  
Family Health: 587-4407  
WIC: 587-4409  
FAX: 587-3521

**Valley County Office**

703 N. 1st St.  
McCall, ID 83638  
Ph. 634-7194  
FAX: 634-2174

**Call Board of Health Meeting to Order – Steve Scanlin**

Steve Scanlin, Board Chair, called Central District Health Department (CDHD) Board of Health meeting to order at 10:43 a.m.

**Board of Health Minutes for April 18, 2016 – Steve Scanlin**

The April 18, 2016 Board of Health minutes stand approved as presented.

**FY 2016 Financial Reports – Bonnie Spencer**

The FY 2016 Budget to Actual for April 2016 report reflects that we are 83% through the FY 2016 budget year. Total revenues are at 87% of the budget. Fees are at 96%; contracts are at 82%; and county contributions are at 96%. Total expenditures are at 80%. Personnel cost is at 83%. Operating cost is at 73%; and capital cost is at 50%. The FY 2016 Cash Balance Statement and Reserve Report at the end of April reflects a total cash balance of \$3,055,923; and the reserve fund designation is \$2,157,003 with a cash balance of undesignated funds at \$898,920. The Special Projects Reserve Fund balance is \$282.

**Quarterly Strategic Plan Progress Report – Bonnie Spencer**

Bonnie Spencer presented the quarterly strategic plan progress report, providing clarity on areas of concerns. Dr. Ted Epperly requested that a percentage of completion be added somewhere in the report to clarify where we currently stand with each objective.

**NALBOH Membership/Conference – Russell Duke**

This year the National Association of Local Boards of Health (NALBOH) annual conference will be held in St. Louis, Missouri on August 10-12. Please work with Donna Mahan regarding your registration and travel arrangements. After discussing the pros and cons of rejoining NALBOH, the Board agreed through a motion to support the national organization and pay the annual membership fee.

**Motion:** Commissioner Elt Hasbrouck moved that we rejoin NALBOH, paying the membership dues.  
Seconded by Dr. Jane Young; no further discussion; all in favor; motion carried.

**FY 2017 Fees – Bonnie Spencer**

FY 17 fee schedules for environmental health and clinical services were presented by Bonnie for Board discussion and approval.

**Motion:** Megan Blanskma made a motion to approve the FY 2017 fees as presented; seconded by Betty Ann Nettleton; no further discussion; motion carried.

**IADBH Resolutions and Proxies – Russell Duke**

The three resolutions provided by CDHD for the 2016 Idaho Association of Local Boards of Health (IADBH) were approved by Board through individual motions:

**1. Resolution to Remove the Food Establishment License Fee in Idaho Code**

**Motion:** Dr. Ted Epperly made a motion to accept resolution per discussion; seconded by Dr. Jane Young; no further discussion; motion carried.

**2. Resolutions to Support Raising the Minimum Age of Legal Access and Use of Tobacco Products in Idaho to Age 21**

**Motion:** Dr. Ted Epperly made a motion to accept resolution per discussion; seconded by Commissioner Hasbrouck; no further discussion; motion carried (5 yes; 1 no ~ Megan Blanskma).

**3. Resolutions to Support Health Insurance Coverage for Low Income Idahoans**

**Motion:** Dr. Ted Epperly made a motion to accept resolution per discussion; seconded by Dr. Jane Young; no further discussion; motion carried.

Each Board Member not attending the conference was asked to submit a signed proxy form for the above resolutions.

**Break to Get Lunch – Steve Scanlin**

**State General Fund Formula – Russell Duke**

Russ provided materials to further clarify the history of the state general fund appropriation and the recommendations of the Office of Performance Evaluations. The Board will consider a legislative solution if the appropriation continues to be divided inequitably.

**Director’s Report – Russell Duke**

The Board Members received their itinerary packets for Idaho Association of District Boards of Health conference on June 8 and 9 in Coeur d’Alene. Per the request of the Board for additional staff to attend the conference, Bonnie Spencer will be attending.

**Adjournment – Steve Scanlin**

No further business was brought before the Board; meeting adjourned at 1:42 p.m.

Respectfully submitted:

  
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Steven F. Scanlin, Board Chair

8/19/16  
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Date  
  
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Russell A. Duke, Secretary